



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

October 11, 2010

#88-10

VACANCY RE-ANNOUNCEMENT

DEPARTMENT: EXECUTIVE OFFICE
POSITION: HUMAN RESOURCES DIRECTOR
SALARY: D.O.E.
CLOSING DATE: MONDAY, NOVEMBER 15, 2010 AT 5:00 P.M.

SUMMARY:

Oversee and manage the Human Resources department personnel, functions and programs. Serve as resource to organization employees in areas of Human Resource management.

KNOWLEDGE and CERTIFICATION, SKILLS and ABILITIES:

Knowledge and Certification:

REQUIRED:

- Bachelor Degree in Human Resources or related Business field and five (5) years experience in Human Resources as an HR Generalist.
- Five (5) years Supervisory / Managerial experience in Human Resources or Business environment.
- Valid Driver's License throughout employment.
- Extensive working knowledge Title VII of the Civil Rights Act, Fair Labor Standards Act, Group Program Benefits and Federal mandated benefit laws, Employee Relations, Employment Law and related State Laws.
- Working knowledge of Human Resources information programs.

PREFERRED:

- Master Degree in Human Resources, Business, or directly related field with three (3) years experience in Human Resources.
- SPHR (Senior Professional in Human Resources) Or PHR (Professional in Human Resources) Certified
- Knowledge of Tribal Employment Rights Ordinance.
- Active member in Community/Statewide/Federal professional memberships

Skills

REQUIRED:

- Strong computer skills with experience in word processing, databases, and spreadsheets.
- Excellent Project Management skills

■ Excellent written and verbal communication skills

■ Excellent interpersonal communication skills

■ Accurate and detail-oriented

■ Excellent problems solving skills

Abilities

REQUIRED:

- Displays leadership quality and the ability to manage all situations
- Must be able to manage departmental budget and control labor and expenses
- Ability to maintain high confidentiality
- Ability to independently manage multiple tasks in professional manner
- Ability to maintain a professional demeanor
- Ability to speak in front of large groups
- Ability to conduct personnel investigations

DUTIES and RESPONSIBILITIES:

1. Overall responsibility for all Human Resources' functions including but not limited to hiring, salary, administration, benefits, discipline and terminations in accordance with Tribal Ordinances and Policies.
2. Supervision of personnel of the Human Resources department.
3. Responds to inquiries regarding policies, procedures and program. Assist in the development and implementation of administrative policies and/or procedures for Tribal operations. Consults with the Office of the Attorney General to ensure that policies comply with appropriate laws.
4. Assist Tribal Council in review of personnel issues or problems. Assign and review job performance reviews.
5. Handle placement of advertising for job positions. Set up interviews for all new positions; prepare interviewers with necessary paperwork to conduct interviews. Contact person chosen for position. Prepare letter to people who were/were not interviewed. Prepare hire letter.
6. Coordinates management training listed but not limited to interviewing, hiring, terminations, promotions, performance review, safety and sexual harassment.
7. Provide orientation for newly hired employees. Oversee employee enrollment in fringe benefits and all new hire paperwork. Maintain personnel files. Maintain and update employee manuals.
8. Keeps records of benefit plans participation such as insurance and pension plan, personnel transactions. Such as: hires, promotions, transfers, performance reviews and terminations, and employee statistics for government reporting.
9. Prepare background information for all new hires and direct to local Law Enforcement agency.
10. Oversees employee separation notices and related documentation and exit interviews to determine reasons behind separation.

12. Assist Tribal members in accessing services provided by this or any other program of the Tribe. Represent the Tribe's position, if requested by the Tribal Council, in meetings with other Tribes or with funding agencies and serve at all times as a goodwill ambassador from the Tribe.

13. Occasional overnight travel for meetings and continuing education.

PHYSICAL DEMANDS:

Must be able to communicate using written, oral and computer methods. Must be able to operate computer equipment.

WORKING ENVIRONMENT:

Office and/or outdoor environment with extensive computer use. Must be flexible with work schedule. Occasionally must deal with angry or hostile individuals. Occasional overtime required.

DISCLAIMER and CONDITIONS OF EMPLOYMENT:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Conditions of employment with Colorado River Indian Tribes include passing a pre-employment drug test, a background investigation and successfully completing a one (1) year probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

APPLY AT: C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

or

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



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Eldred Enas, Chairman

OCTOBER 07, 2010

#86-10

VACANCY ANNOUNCEMENT

DEPARTMENT: MAINTENANCE
POSITION: JANITOR / JANITRESS (2 POSITIONS)
SALARY: \$8.81 (\$18,325.00)
BENEFITS: HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401(k) PLAN
CLOSING DATE: THURSDAY, OCTOBER 21, 2010 AT 5:00 P.M.
APPLY: COLORADO RIVER INDIAN TRIBES
HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

DUTIES and FUNCTIONS:

1. The Janitor/Janitress will be responsible for providing daily janitorial services to assigned Tribal Administrative Departments.
2. Will perform a variety of cleaning tasks that require light physical effort and involves the use of hand or lightweight powered cleaning equipment.
3. Will report to the department, in which services are to be provided, and condition requiring maintenance including but not limited to defects in property and equipment.
4. Will keep stock of cleaning materials and equipment needed to perform the work tasks.
5. Will inform the supervisor when more materials are needed.
6. Will keep council chambers clean at all times and will check at the end of each day.
7. Will clean and disinfect commodes urinals, stalls, clean mirrors, sinks and water fountains.
8. Will replace deodorizers, toilet tissue, sanitary napkins, paper towels and soap.

9. Will vacuum carpets, sweep and mop all tile and linoleum floors, dust window sills and blinds, wash insides and outside of windows.
10. Will empty all water paper baskets, clean lounge, offices, storerooms, corridors and other places.

MINIMUM EDUCATION REQUIREMENT:

- HIGH SCHOOL DIPLOMA OR GED Preferred.

REQUIRED SKILLS and ABILITIES:

1. The janitor must possess and maintain a valid driver's license.
2. The janitor must be self-motivated.
3. The janitor must have the ability to remain on a task until the task is completed.



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Eldred Enas, Chairman

OCTOBER 07, 2010

#85-10

VACANCY ANNOUNCEMENT

DEPARTMENT: OFFICE OF THE ATTORNEY GENERAL
POSITION: LEASE SPECIALIST (CONTRACTUAL EMPLOYEE)
SALARY: \$40,000 to \$45,000 DOE
BENEFITS: HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401(k) PLAN
CLOSING DATE: OPEN UNTIL FILLED
APPLY: COLORADO RIVER INDIAN TRIBES
HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

ABOUT THE OFFICE OF THE ATTORNEY GENERAL

The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The Office is a diverse and dynamic working environment.

DUTIES:

The Core responsibilities of the Lease Specialist are related to all leases and permits issued within the portion of the Colorado River Indian Reservation located within Riverside County, California. Representative duties include, but are not limited to the following:

- Prepare and maintain of lease and permit records;
- Prepare negotiation and litigation files;
- Participate in litigation, including providing testimony;
- Maintain permit and lease payment records;
- Enter and retrieve permit and lease data into the Trust Asset and Accounting Management System
- Develop and implement internal policies and procedures to ensure more effective monitoring of permits and leases; and

- Other duties as assigned.

REQUIREMENTS:

- High School Diploma or GED and significant experience managing residential property with a substantial number of lessees;
- Demonstrated oral and written communication skills;
- Strong organizational skills;
- Demonstrated computer literacy including use and knowledge of Microsoft Word and Excel;
- Consistent work history and excellent references;
- Valid Arizona or California driver's license;
- Ability to pass drug test screening;
- Ability to pass both a Tribal and Federal (OMB Public trust position) background check; and
- Must be able to maintain confidentiality at all times, dependable and punctual.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree;
- Experience working closely with attorneys and other legal professionals;

INDIAN PREFERENCE:

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Eldred Enas, Chairman

OCTOBER 07, 2010

#84-10

VACANCY ANNOUNCEMENT

DEPARTMENT: OFFICE OF ATTORNEY GENERAL
POSITION: DEPUTY ATTORNEY GENERAL
SALARY: D.O.E. (CONTRACTUAL POSITION)
BENEFITS: HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401(k) PLAN
CLOSING DATE: OPEN UNTIL FILLED
APPLY: COLORADO RIVER INDIAN TRIBES
HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
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ABOUT THE OFFICE OF THE ATTORNEY GENERAL

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DUTIES:

The Deputy Attorney General works with all Tribal Departments, under the supervision of the Attorney General. Duties include but are not limited to the following:

- Representing the Tribal government in tribal, federal, state, judicial and administrative forums at the federal, tribal and state levels;
- Drafting and reviewing agreements and contracts, leases, and other providing legal opinions on various matters with emphasis on administrative, real estate, environmental, gaming and general business law;
- Drafting tribal legislation and working with Tribal Departments to enforce Tribal Codes;
- Will be responsible for general civil litigation, Juvenile Offender and Child In Need of Care caseload, guardianship cases, as well as EPO and Fish & Game cases and conflicts;

- Making regular court appearances, prepare and file court pleadings;
- Communicate, advise and meet with Child Protective Services and the Department of Health and Human Services, law enforcement and local schools when necessary;
- Other duties as assigned.

REQUIREMENTS:

- Graduate of an ABA accredited law school preferred;
- Must be a licensed member in good standing of a state bar, Arizona or California state bar is preferred;
- At least one year experience in the practice of law is preferred;
- Knowledge of principles of Federal Indian law and/ or administrative law preferred.
- Valid Arizona or California's driver's license
- Ability to pass drug screening;
- Ability to pass both a Tribal background check

PREFERRED QUALIFICATIONS:

- Computer literate, good writing and communication skills;
- Ability to work well with others in a sometimes stressful, high-volume work environment.

INDIAN PREFERENCE: The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian Tribes



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Eldred Enas, Chairman

September 24, 2010

#76-10

VACANCY ANNOUNCEMENT

POSITION: MUSEUM DIRECTOR
SALARY: D.O.E.
CLOSING DATE: MONDAY, OCTOBER 25, 2010 AT 5:00 P.M.

DUTIES:

Museum Director is directly responsible for operation of Museum activities. Collects, authenticates, preserves, maintains, exhibits, researches and furnishes information of Tribal historical artistic, scientific or technological significance for Colorado River Indian Tribes, Tribal membership and general public. Duties and responsibilities, include but not limited to the following:

- Gather material for the museum collections for purposes of display, research or through gift.
- Purchase loan or museum expedition.
- Supervise and be responsible for the proper registration, cataloging and storage of these collections. Plan and execute displays within the museum gallery meaningful to the interpretation of the Colorado River Indian Tribes past and present.
- Oversee and participate in all archaeological excavations and explorations conducted on or near the reservation, and archaeological workers required by C.R.I.T. development ordinance.
- Coordinates with planning department and Resource Development Committee staff in accordance with land use ordinance.
- Act as liaison person between interested universities, museums and other institutions and Tribal Council.
- Solicit and allocate funds for archaeological work.
- Plan and participate in exposition that display and sell Indian arts and crafts off Reservation.
- Arrange and conducts tour groups through Museum.

- Prepare educational programs to enhance the understanding of the pre-historic and natural resources of the region to the general public.
- Work with Education institutions to interpret information contained in the museum.
- Supervise and participate in the recording of oral history, ethnic transcription.

REQUIREMENTS:

B.A in Anthropology, History or archaeology, three years experience in public relations, collections management, conservation, exhibition and grant writing, Basic computer literate.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATIONS VISIT: <http://www.crit-nsn.gov>

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage The preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



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Eldred Enas, Chairman

September 24, 2010

#75-10

VACANCY ANNOUNCEMENT

POSITION: TRIBAL PLANNER
SALARY: \$52,000.00 (NEGOTIABLE)
CLOSE: MONDAY, OCTOBER 25, 2010 @ 5:00 P.M.

DUTIES:

The Tribal Planner is under the Supervision of the Tribal Chairman. Conducts studies, prepares reports and advises public and private sector administrators on feasibility, cost effectiveness and regulatory conformance of proposals for special projects or ongoing programs in such fields as assigned by Tribal Council through the Tribal Chairman. Administers the Planning Departments goals and objectives and supervise staff.

Review and evaluates materials provided with proposals, such as environmental impact statements, construction specifications, budget, staffing estimates to determine additional, data requirements. Conducts field investigations, economic or public opinion surveys, demographic studies or other research to gather required information. Organizes data from all sources, using statistical methods to ensure validity of material. Develops alternate plans for program or project. Incorporating recommendations for review of elected officials. Evaluates information to determine feasibility of proposals or to identify factors requiring amendment. Maintains collection of socioeconomic, environmental and regulatory data related to department, functions for use by planning and administrative personnel in government and private sectors. Reviews plans and proposals submitted by other governmental planning commissions or private organizations to assist in formulation of overall tribal plans for the reservation.

Directs economic development planning activities for the reservation. Directs activities, such as research analysis and evaluation of technical information to determine feasibility and economic impact of proposed expansions and developments. Confers with elected officials, appropriate tribal departments to effect changes in local policies or ordinances discouraging effective development.

Organizes data in report format and arranges for preparation of graphic illustrations of research findings. Organizes material and completes writing assignment accounting to set standards regarding order, clarity, conciseness, style and terminology. May write speeches, articles or tribal resolutions for elected officials and departments. Prepares project reports

for appropriate tribal departments, committee, board meetings. Maintains collections of slides, video tapes, programmed texts and other educational or historical materials related to economic development plan, storing or filing materials according to subject matter.

Reviews project proposal of plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements and allotment of available resources to various phases of project.

REQUIREMENTS:

Bachelor's degree in Urban Planning, Business Administration or Economic and 5 years experience in economic development planning. Requires thorough knowledge of Federal economic/urban development agencies and programs. Knowledgeable in economic evaluation methods and financing. Familiar with computer software, political protocol and public speaking.

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FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



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SEPTEMBER 14, 2010

VACANCY ANNOUNCEMENT

#74-10

DEPARTMENT: LAW & ORDER
POSITION: DISPATCHER (2 POSITIONS)
WAGES/SALARY: \$13.46 (\$27,996.80-Annually)
CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

Receives, screens, prioritize and transmits routine and emergency telephone and radio messages, dispatches required personnel (police, fire, EMT, F&G, etc.) utilizing established codes; maintains radio contact with public safety personnel and keeps supervisors and officers informed of current situations; maintains a hand written log; utilizes a computer system by entering and retrieving data related to police calls and contacts; utilizes a national crime computer system by entering and relaying data related to police calls and contacts. The selected candidate will be scheduled to participate in on-the-job training that will measure job aptitude and mental and physical ability to effectively use sound judgment in high-pressure emergency situations. Based on the nature of law enforcement related information the incumbent must be willing to deal with difficult and sensitive information involving the general public and not be easily offended by obscene or unpleasant language during difficult public contact encounters over the phone or in person. Performs receptionist duties; responds to questions from walk-in and telephone traffic. Performs various clerical duties including completing the maintenance calls from the public regarding water, sewer, natural gas, streets or other service problems and immediately relay to individual(s) designated to handle the problem. 12 hour shift work required and/or being called in to work to cover a shift without prior notice. Also required to work some weekends and holidays.

QUALIFICATIONS:

Knowledge of telephone and related equipment. Ability to interact and communicate with people over the telephone, often in stressful situations. Skill in the use of computer for technical and communication applications. Ability to answer telephone and take messages. Knowledge of fire and burglar alarm systems reporting. Word processing and/or data entry skills. Knowledge of radio dispatch regulations, procedures, protocols, and/or equipment. Clerical, word processing, and/or office skills. Receptionist skills. Records maintenance skills. Ability to multi task. High school diploma or GED. Must be able to attend job related training out of town as scheduled. Must possess a telephone and reliable transportation. Must possess a valid driver's license, must be at least 21 years old.

PHYSICAL REQUIREMENTS:

Speaking clearly and concisely, reaching for telephones and radio access, sitting, typing, and listening to radios and telephone. Primary duties are performed while sitting for prolonged and extended periods of time with occasional or intermittent standing during a 12 hour shift; must be able to safely reach, twist, bend and to access supplies, records and reports; safely lift files (approximately 25 pounds) and remove from counter tops or file drawers; the operation of a personal computer requires finger dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer screen. Work is performed in an indoor office environment with a controlled climate. You must submit a completed typing certificate verifying a corrected typing speed of net 30 wpm taken within the last six months to the CRIT Human Resources Department along with employment application. Based on the information on the application, those deemed most qualified will be invited to participate in a selection testing which will include a written test and an oral interview. Selection testing will be scheduled on an as needed basis as qualified applicants apply. As positions become available, an offer of employment is contingent upon a candidate's completion of a thorough background with acceptable results (personal history statement, fingerprinting, drug screening & polygraph) prior to placement in the position, a prospective employee shall complete a medical examination to assess ability to perform the essential duties and responsibilities of the position.

For Employment Application visit: <http://crit-nsn.gov>

Or

Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703 (i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIAN BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO THE ENROLLED MEMEBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES OTHERWISE, C.R.I.T. DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.

THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED



SEPTEMBER 07, 2010

COLORADO RIVER INDIAN TRIBES

Human Resources

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(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

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#71-10

VACANCY ANNOUNCEMENT

DEPARTMENT: LAW & ORDER – ADMINISTRATION
POSITION: HOMELAND SECURITY COORDINATOR (OR EMERGENCY SERVICES MANAGER)
SALARY: \$19.23 PER HOUR / \$39,980 ANNUALLY
CLOSING DATE: OPEN UNTIL FILLED

DUTIES / FUNCTIONS:

The incumbent serves as the administrator for the overall operation of the Tribal Law Enforcement Services –

Homeland Security program that includes:

- planning
- coordination
- and collaboration of Emergency Services for the Colorado River Indian Tribes Emergency Response Plan.

The incumbent reviews Federal, State, County, and local government responsibilities, listed in publicized plans for the State of Arizona, and La Paz County to ensure compatibility of overall emergency plans. The incumbent interacts with federal, State, County and local government to ensure that emergency plans and operating procedures are in place and current; plan and conduct a full range of exercises to test emergency functions and plans; and provide training to various community and local entities to enhance emergency preparedness. The work is performed with considerable independent judgment within established operational and procedural guidelines. The incumbent is under the command of the Deputy Chief of Police.

****NOTE: AS THE HOMELAND SECURITY COORDINATOR, HE OR SHE WILL BE SUBJECT TO CALL-OUT AND WILL REQUIRE RESIDING WITHIN THE EXTERIOR BOUNDARIES OF THE COLORADO RIVER INDIAN RESERVATION.****

JOB DUTIES:

- Develops implements and maintains a comprehensive multi-hazard emergency operations plan in accordance with FEMA guidelines / NIMS requirements including but not limited to the following: program management, personnel management, equipment inventory, budgeting, reporting, training, record-keeping and other unforeseen emergency management issues.
- Coordinate and/or prepare plans for all tribal operational emergency support functions; develop, organize and administer the facility plan review program, review and reconcile difference of opinion regarding adequacy of facility plans.
- Reviews and ensures that proper equipment, adequate staffing and support resources are available to efficiently and effectively coordinate emergency response efforts for the Tribes.

- Ensures cooperation and coordination of all Tribal programs for effective emergency response efforts during declared emergencies and localized emergency situations within the Reservation.
- Assists all Tribal departments and programs in preparing and updating emergency response plans and standard operating procedures plans in accordance with established Tribal policies and procedures; and programs on the requirements and provisions of the Tribal Emergency Plan.
- Serves as the Tribes Mobile Command Center for coordination with FEMA officials for emergency assistance requests, documentation and recordkeeping of critical information.
- Prepare and/or implement detailed mitigation reviews that identify operations, procedure(s) to alleviate negative impacts of emergency situations.
- Plans, conducts and evaluates Tribal emergency exercises in accordance with FEMA guidelines.
- Research and collect information for input into the NIMS record system to assist state and local decision makers in emergency operations.
- Is on call after working hours and on weekends to coordinate emergency operations and/or calls for emergency assistance.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of Federal Emergency Management Agency (FEMA) regulations and guidelines.
- Knowledge of the National Incident Management System (NIMS) regulations and guidelines.
- Knowledge of emergency planning, emergency response, hazard mitigation and recovery processes.
- Skill in practical application and set-up of emergency operations and personnel management in the field.
- Skill in effectively communicating with Federal, state, and local government emergency operation entities.
- Skill in the operation and proficient use of a computer and a variety of software applications, including but not limited to database, graphics, power-point and the Internet.
- Ability to analyze situations quickly and accurately, and adopt an effective course of action.
- Ability to express ideas effectively, both orally and in writing.
- Ability to work effectively with Federal, state, and local government entities.
- Ability to maintain an effective working relationship with people of varied economic, social, economical and cultural backgrounds.
- Ability to perform all physical requirements of the position, including but not limited to walking over terrain, carrying a weighted knapsack (up to 60 lbs), working in hot and humid climate, working long-hours (not to exceed 16 hours a day), and operating a motor-vehicle up to 16 hours a day.

EXPERIENCE and EDUCATION REQUIREMENTS:

At the minimum, the applicant must possess a diploma of graduation from an accredited High School (or GED equivalent), successfully completed a combination of education requirements, including current certification training from an accredited College or accredited Federal or State Law Enforcement or Fire Academy (Bachelor's Degree in Natural Science or Public Administration is preferred by not required). The applicant must also show a minimum of five (5) years of supervisory experience at the administrative level that includes personnel management, budget management, or organizational management. The successful applicant will also be required to successfully complete the FEMA Professional Development and Applied Practices Series for Emergency Managers and Certification as an Emergency Manager.

SPECIALIZED EXPERIENCE:

The applicant must demonstrate progressively responsible management experience which indicate:

- (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts other pertinent information;
- (2) ability to think logically and objectively, to analyze and evaluate facts, evidence and related information and arrive at sound conclusions;
- (3) skill in written and oral reports and presentations of findings in a clear, concise and impartial manner; and
- (4) tact; discretion, and capacity for obtaining the cooperation and confidence of others.

SECURITY CLEARANCE and BACKGROUND REQUIREMENTS:

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening test prior to appointment. The background investigation will include: applicant screening, criminal history check, fingerprint check, credit check, work history check, education check, oral board review, and polygraph test. The applicant must pass a medical examination prior to appointment.

Under title VII of the Civil Rights Act, Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian by Indian Tribes. Therefore, Colorado River Indian Tribes (CRIT) acknowledges and extends preferential treatment to all enrolled CRIT Tribal members who qualify toward all employment, or applicants based upon race, color, sex, religion or national origin.

OTHER REQUIREMENT:

The applicant is required, as an incidental duty, to operate government-owned or Tribal leased motor vehicles, in the performance of duties; therefore, a valid state motor vehicle operator's license is required. The applicant must also have a safe driving record with no moving traffic violations within a three (3) year period prior to appointment, and meet the safe driving requirements of the Tribes Employee Handbook.

EMPLOYMENT BENEFITS:

CRIT offers health and life insurance, paid holiday, annual and sick leave, and a 401K pension plan. The successful applicant will also be afforded the use of a "take-home" department vehicle.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
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OR
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under Title VII of the Civil Rights Act Sections 701(b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan



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Human Resources

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Eldred Enas, Chairman

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COLORADO RIVER INDIAN TRIBES
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September 13, 2010

#22-10

VACANCY RE - ANNOUNCEMENT

DEPARTMENT: C.R.I.T. EDUCATION
RESPONSIBLE TO: CRIT EDUCATION DIRECTOR
POSITION: EDUCATION COUNSELOR
SALARY: NEGOTIABLE COMMENSURATE WITH EXPERIENCE PER 10-MONTH CONTRACT
CONTRACT PERIOD: 10 MONTHS
CLOSING DATE: OPEN UNTIL FILLED

GENERAL:

Work with students whose ability to function in the school environment has been affected by issues such as truancy, poor attendance, substance abuse, and/or behavior problems.

SPECIFIC:

- Deal with individual student's problems in a constructive, supportive, non-judgmental manner.
- Obtain/use knowledge about student to facilitate the student's participation and success in educational opportunities.
- Provide follow-up services after student returns to school.
- Familiar with available community services and opportunities.
- Assist in identifying the best available resources to help the student become successful in school
- Providing assessment and intervention services including short term individual and group counseling.
- Providing social casework and attendance outreach by linking parents, school, personnel, and social services agencies.
- Assessing students at risk and referring them to the adequate resources.
- Perform other related duties assigned by Education Director.

QUALIFICATIONS:

- Master's degree in Educational Counseling
- Arizona Certification in Educational Guidance Counseling.
- Experience working with culturally/ethnically diverse populations and at risk students

- Experience/knowledge of case management, including work with families dealing with substance abuse issues.
- Experience working with and accessing various individuals, social service agencies, and community agencies for services.
- Experience conducting concise and meaningful assessments, formulating action plans, writing progress reports and summaries, and communicating with students and individuals needed to assist.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

August 26, 2010

#70-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT FISH & GAME
POSITION: GAME WARDEN (2 POSITIONS)
SALARY: \$13.22 (\$27,500) D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

DUTIES and RESPONSIBILITIES:

(DUTIES and REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING)

Game Wardens shall enforce the Natural Resources Code Article 1; Fish and Game -- Law Oder Code Article VIII: Control of livestock movement and branding on the Colorado River Indian Reservation- Health and Safety code Article 7: Rabies Control and other Directives of the Tribal Council.

Execute warrants issued for violations of the mentioned articles in section:

- (A) Search without a warrant any boat-vehicle-box-game box-or other packages when there is probable cause to believe that wildlife or parts thereof are possessed in violation of law.

Inspect all wildlife taken or transported and size all wildlife taken or possessed or showing evidence of having been taken in violation of any provision of The Natural Resource Code.

Seize firearms-devices and equipment used in taking wildlife or intended to e so used in violation of any provision of the Natural Resource Code.

Will conduct routine patrols of the reservation boundaries and conduct routine fishing & hunting permit checks including bag limits. Conduct creel census-perform chemical tests on reservation waters. Assist fish and wildlife managers with projects on the reservation.

REQUIREMENTS:

- Perform any other duties so determined by the Chief Game Warden or his designee.
- Must be familiar with Federal/State fishing and game laws.
- Warden will be on call 24 hours a day
- Must have an on-line telephone in the place of residence and or a working cell phone.
- Must have a valid driver's license and be insurable.

- Must submit to a thorough back ground investigation conducted by the Department or any other agency designated by the Department.
- Must pass a medical physical examination and physical agility test.
- Must provide a high school diploma or equivalent.
- Must take and pass the basic Police course and any other training related to this job.
- Failure to pass the basic Police course will be cause for reassignment to any other vacant position within the Department along with a salary adjustment to that level. In the event there is no vacancy the Officer will be dismissed.
- Must pass a driving proficiency test (pickup truck).
- Must be able to work in adverse weather conditions.
- Must be able to work in hazardous conditions.
- Will be required to work holidays and weekends.

Game Wardens must conduct his or herself at all times in a proper and ethical manner at all times while on duty or off duty. The Department holds its employees to higher standards of conduct. This applies to all positions.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening required.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 660-1320 • Fax (928) 660-5262

Eldred Enas, Chairman

August 03, 2010

#67-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT AIR
POSITION: AIRPORT MAINTENANCE TECHNICIAN
WAGE: \$9.25/HOUR FULL TIME - PERMANENT
CLOSING DATE: OPEN UNTIL FILLED

CRIT Air, an enterprise of the Colorado River Indian Tribes, is looking for an energetic, dedicated, self-starter to join our team with the goal of developing the Avi Suquilla Airport into a first class gateway to the community.

DUTIES:

Basic airport facilities maintenance (to include repair and maintenance of navigation aids); vehicle maintenance; aircraft refueling and quality control and operational inspections of the airfield, fuel, facilities and airport equipment in accordance with Federal Aviation Administration standards. The ideal applicant will have a High School diploma or GED, possess a valid Arizona driver's license, basic skills operating light construction equipment and experience in carpentry, plumbing, electrical, concrete, landscaping and janitorial, vehicle maintenance, and able to climb lighting and navaid towers with heights in excess of 50 feet. Must be computer literate and able to operate a ten-key adding machine, electronic calculator, copier, fax, typewriter and credit card machines. Must be able to lift weight in excess of 50 pounds and have experience operating 2-way radios. A combination of education, training or experience will serve to meet the minimum experience requirements.

APPLY AT:

C.R.I.T. HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

VACANCY ANNOUNCEMENT

#66-10

AUGUST 02, 2010

POSITION: SECRETARY
DEPARTMENT: BEHAVIORAL HEALTH
SALARY: D.O.E. (\$9.50 - \$11.00)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

The Secretary is under the direct supervision, guidance, and direction of the BHS Administrative Assistant. The Secretary performs daily secretarial, receptionist, and clerical duties and support and basic office management, serves as a receptionist to receive, screen and log all telephone calls and incoming/outgoing correspondence. The Secretary receives, announces, and directs, and assists clients to appropriate personnel. The Secretary assists the Administrative Assistant in programmatic, financial, and fiscal functions.

DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

Composes routine correspondence from brief notes or oral instructions. Types and files various reports, letter, etc., assists in monitoring expenditures, makes travel arrangements, performs photocopying duties, maintain property files, conducts periodic inventory of equipment and supplies. Assist Administrative Assistant in the development, implementation, and maintenance of internal program budgets and spreadsheets. Provide research and data collection for preparation of program proposals. Attend staff meetings and assigned trainings appropriate to the program. Participates in competency training as appropriate. Performs other duties or assignments as directed within the scope of duties and responsibilities, and/or Department activities.

WORK ENVIRONMENT:

A. Confidentiality

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal health Insurances Portability and Accountability Act (HIPPA)*.

B. Internal and Public Contacts

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services, Probation, and other social service providers.

QUALIFICATIONS:

Requires high school diploma/GED, and a minimum of two (2) years administrative or secretarial experience. Typing with accuracy of 40/50 wpm. Possess proper spelling, grammar, and math skills. Must be organized, self-motivated, efficient, and able to work under stress. Computer literate with operating skills for application of test documents, spread sheets, and other systems. Must possess a current valid Arizona State Driver's license. Ability to work well with the general public and work harmoniously with co-workers. Must maintain client/patient confidentiality and must be able to work confidential material in accordance with the Federal Health Insurance Portability and Accountability Act. (HIPAA).

For Employment Application visit: <http://crit-nsn.gov>

Or

Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

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THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

July 21, 2010

#59-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CHILDREN RESIDENTIAL CENTER
POSITION: DIRECTOR
SALARY: \$68,000 - \$73,000 (D.O.E.)
SUPERVISED BY: TRIBAL COUNCIL
CLOSING DATE: OPEN UNTIL FILLED

DUTIES AND RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

The Children's Residential Center (CRC) Director acts as the director of operations and program delivery for the Children's Residential Center (CRC). The CRC Director will report directly to the Tribal Council. This position also acts as a representative and advocate in matters directly related to service delivery; contract negotiations; staffing; committee liaison with governing bodies attached to licensing and regulatory oversights; educational programs; medical and social service counterparts; and other bodies deemed to be in the best interest for the provisions of education, welfare, spiritual and cultural needs of the children to which the shelter is designed to assist. The CRC Director promotes the highest standards of care for the Children's Residential Center as defined by all state and tribal regulatory standards.

MAJOR DUTIES/RESPONSIBILITIES:

- Direct and manage the operations of the CRC.
- Develop all policy and procedural systems for CRC.
- Hire senior staff and assist with the hiring of their team members.
- Direct and supervise senior staff.
- Be responsible for developing staff training programs and continuing education.
- Provide direct oversight for program spending and budgeting and maintain fiscal responsibility and integrity of all line items.
- Participate as a member of the CRC Oversight committee
- Develop community activities that promote cultural awareness and project a positive image of the CRC
- Be responsible for the actual delivery of service directed towards each child.
- Liaise with all internal and external committees designed to maintain continuity and consistency with program delivery.

- Liaise with all relevant community resources such as but not limited to children's services; juvenile justice programs; parenting classes; out-patient substance abuse and mental health programs; school programs; education; crisis intervention community programs; and medical services.
- Ensure all data and records are collected and maintained subject to system criteria.
- Research and design appropriate alternative service systems designed to enrich the lives of the children entrusted in the care of the Children's Shelter.
- Encourage service providers from the community to assist with the development and design of culturally relevant information specific to "at risk" Native American children.
- Research and develop any available funding opportunities for the Children's Residential Program
- The CRC Director is required to establish on-call procedures for the facility that will require minimal response times, as well as the direct response by the director to all critical incidents.

QUALIFICATIONS:

- 1. EDUCATION:** Must possess a Master's or Doctorate Degree from a recognized University in the disciplines of Health Science, Medicine, Psychology, Social Service, or Education
- 2. EXPERIENCE:** Must have 5 years of more experience working as a senior management supervisory position in a residential treatment or service delivery center. Must have a minimum of five years working with outside service providers in planning and systems design that are developed for children using a humanistic behavioral approach. Demonstrated experience working with Native American people.
- 3. KNOWLEDGE, SKILLS AND ABILITIES:**
 - Must have a proven ability to coach and mentor staff in a positive and rewarding style.
 - Must have extensive knowledge working with Native American communities and their tribal councils.
 - Must understand finances as they relate to the total program and be prepared to present them to those responsible for the program. Must be always mindful to the bottom line yet at the same time provide quality service.
 - Must be able to interact positively with community leaders in promoting the Children's Shelter and act as the advocate for positive change.
 - Sensitive to the needs of at risk Native American children
- 4. LICENSING/CERTIFICATIONS**
 - Independent Behavioral Health Licensure preferred
 - Possess a valid Arizona Driver's License
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
 - Maintain confidentiality in accordance to Federal Health Insurance and Accountability Act (HIPAA).

For Employment Application visit: <http://www.crit-nsn.gov>

or

APPLY AT C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

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Eldred Enas, Chairman

July 21, 2010

#63-10

VACANCY ANNOUNCEMENT

DEPARTMENT: Colorado River Indian Tribal Court

POSITION: Associate Judge (2 positions)
****Appointed by Tribal Council terms are for two (2) years****

SALARY: DOE (\$55,000.00 PER ANNUM)

CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

The Associate Judge is responsible for fairly and impartially hearing and deciding judicial cases and matters within the jurisdiction of the Colorado River Indian Tribes (CRIT) Tribal Court pursuant to the CRIT Tribal Laws, Codes, Rules and Regulations as assigned by the Chief Judge.

PRIMARY DUTIES and RESPONSIBILITIES include the following:

1. Handles, presides over and adjudicates all criminal, civil, juvenile, traffic and fish & game cases and litigation as assigned by the Chief Judge.
2. Hears cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments and decision. Conducts legal research and issues memoranda of decision within the timelines established by tribal law.
3. Prepares, issues and/or submits reports, letters, memorandum and similar types of correspondence and communications with the Chief Judge, Court Personnel, litigants, parties to cases, attorneys, legal counsel, CRIT Tribal administration personnel.
4. Issues order, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court.
5. Performs legal, judicial and administrative duties associated with and furtherance of the performance of the duties stated in paragraph one above.
6. Provides administrative direction to court staff in connection with and furtherance of the performance of the duties stated in paragraph one above.
7. Attends training, staff meetings and meetings with CRIT Tribal government representatives, State, County and Federal County government representatives, and the CRIT general public as directed and/or authorized by the Chief Judge.
8. Performs other duties that may be assigned by the Chief Judge.
9. Creates, adopts, develops and implements appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.
10. At the direction and with the assistance of the Chief Judge, may assist the Chief Judge with the following: (a) Interviewing, hiring, and training court employees; (b) planning, assigning, and directing work of court employees, (c) appraising performance;

rewarding and disciplining employees and (d) addressing complaints and resolving problems.

11. The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements, of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

QUALIFICATIONS:

To perform this job successfully, an individual must meet the following minimum qualifications:

1. Must be twenty-five (25) years of age or older
2. Must possess substantial legal education or experience to perform the duties and responsibilities listed above.
3. Must possess knowledge of CRIT Tribal laws, court rules and procedures, and applicable federal statutes such as the Indian Civil Rights Act (ICRA), Indian Child Welfare Act (ICWA) and Violence Against Women Act (VAWA).
4. Must have the ability to understand and apply appropriate the laws and rules of the CRIT Tribe with impartiality; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships with employees, attorneys and advocates, parties to cases and the general public.
5. Must be competent to perform all the duties of the position; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
6. Must not have been convicted of a felony, or of a misdemeanor or other criminal offense involving dishonesty or moral turpitude with the last five years, in any Federal, Tribal or State Court.

EDUCATION REQUIREMENTS, SKILLS & ABILITIES

Must possess substantial legal education or experience, as determined by the CRIT Tribal Council, that enables the applicant to perform the PRIMARY DUTIES and RESPONSIBILITIES listed above.

Ability to read and analyze, interpret and apply in written form the CRIT Tribal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals.)

Skill in use of office computers, word processing and office computer software, office machine usage, office copier and other similar office equipment to the extent that the applicant's use of such technical skills satisfies and meets the PRIMARY DUTIES and RESPONSIBILITIES listed above.

Ability to solve legal matter, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

April 19, 2010

#41-10

VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. FISH & GAME

POSITION: WILDLIFE MANAGER

SALARY: \$15.00 / HOUR

DUTIES and REQUIREMENTS:

DUTIES AND REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- A. Develop new and oversee current management projects to include habitat and wetland restoration. Make recommendations to the Chief Game Warden – hunting seasons, bag limits, areas to be closed, and make wildlife populations estimates.
- B. Seek outside funding to support current and future projects.
- C. Produce written reports detailing progress of various projects, the outcome of studies conducted, the resultant management implications and submit a monthly written activity report to the Chief Game Warden.
- D. Develop working relationship with others tribal departments as well as with various government organizations and universities.
- E. Will assist in the U.S. Fish and Wildlife Service managers with projects on the reservation.
- F. *Will perform any other duties as determined by the Chief Game Warden or his designee.*
- G. Wildlife managers will be under the direct supervision of the Chief Game Warden or his designee.
- H. Must have an on-line telephone in the place of residence.
- I. Must take & pass a urine drug test upon application.
- J. *Failure to take the drug test upon application will be considered a refusal in which the application will not be accepted. The test will be conducted by the C.R.I.T. Human Resources Department.*
- K. Must have a valid driver's license and be insurable.
- L. Must be able to work in adverse weather conditions.
- M. May be required to work some holidays and weekends.
- N. Must have B.S. or B.S.F. in wildlife management, wildlife biology, or related field; good computer skills (able to work with word processing and spreadsheet programs); excellent written and verbal communication skills; knowledge of statistics and their application;
- O. Must be able to work with minimal supervision; be creative and flexible.

OTHER RESPONSIBILITIES:

1. The Wildlife manager must conduct his or herself at all times in a proper and ethical manner at all times while on duty or off duty.
2. The Department holds its employees to higher standards of conduct. This applies to all positions.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT**

**26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

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CRIT OFFERS: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-Employment Drug Screening.



May 19, 2010

COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

#51-10

VACANCY ANNOUNCEMENT

DEPARTMENT: Department of Health Services / Behavior Health Services
POSITION: Independently Licensed Mental Health Therapist (2 Positions)
SUPERVISED BY: BHS Clinical Director
SALARY: \$31.83 - \$35.38 D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

MAJOR DUTIES/RESPONSIBILITIES

The Mental Health Therapist ensures that all his or her program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Mental Health Therapist is responsible for clinical assessment, treatment planning, and all documentation for their caseload and those they supervise. The Mental Health Therapist completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

- Maintains a therapeutic and professional relationship with clients.
- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time.
- Accurately observes and reports client behavior and activities in open client clinical records using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan (DAP) format according to time lines and policy.
- Completes necessary documentation to allow clinical records to be closed.
- Participates in all appropriate meetings that may have an impact on the department's well being.
- Work averages no less than 20 client contact hours per 40-hour workweek.
- Provides clinical services for a minimum of 25 hours per week for each 40-hour workweek.
- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.
- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.
- Remains active in the community—identifying gaps in service delivery, acting as a representative of Behavioral Health Services, and serving on community boards or committees as assigned.
- Maintains state licensure as a Behavioral Health Professional.
- Participates in Continuing Education (CEU) trainings as appropriate.

- Completes all annual mandatory trainings.
- Performs other duties as assigned.

QUALIFICATIONS:

1. **EDUCATION:** Master's Degree in a behavioral health sciences field.
2. **EXPERIENCE:** Requires experience in the assessment of clients in assigned populations with two (2) years experience in mental health work minimum. Completion of at least 6 months of employment in specialty area or related course, continuing education or in-service training: Child/Adolescent Population, SMI Population and Substance Abuse Population.
3. **KNOWLEDGE, SKILLS and ABILITIES:**
 - Requires excellent interaction skills, written and verbal communication skills.
 - Knowledge of community resources, family dynamics, human behavior, and Native American Culture is required.
 - Maintain flexible hours, and be willing to travel.
 - Therapist will follow his or her American Counseling Association's (ACA) and Professional Organization's Code of Ethics (American Association for Marriage and Family Therapy, American Counseling Association, American Psychological Association, or National Association of Social Workers).
 - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act*. (HIPAA).
4. **LICENSING/CERTIFICATIONS:**
 - Must hold an Independent Master's Level Mental Health Therapist License (LPC, LMFT, LCSW, or Psychologist), or be within six months of receiving independent license.
 - Possess a valid Arizona Driver's License.
 - Maintain flexible hours, and be willing to travel.
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

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Eldred Enas, Chairman

May 19, 2010

#49-10

VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. TRIBAL COURT
POSITION: PROCESS SERVER / BAILIFF
SALARY: \$9.93/HOUR (\$20,654.00 ANNUALLY)
CLOSING DATE: OPEN UNTIL FILLED

GENERAL SUMMARY:

Under the direct supervision of the Court Administrator.

EXAMPLES OF WORK:

Personally serves summons, orders, subpoenas and court documents to parties in accordance to court procedures and timeframes. Prepares Courtroom for sessions, maintains order in court proceedings when required. Screens courtroom participants for weapons or in an intoxicated condition, subdue unruly court participants. Present at all Jury trials and Court of Appeal hearings, takes custody of jurors during deliberations, provides notepads and pencils to jurors and destroys all notes taken by jurors when hearing is adjourned. Retrieve and delivers mail to and from CRIT mail room and Post Office, delivers court documents to various departments as requested. Signs for and deliver checks issued to or requested by the court. Secure the Court Building before lunch and at the end of the workday. Provide janitorial services in common areas such as lobby, courtrooms, and Judges when requested. Picks up supplies and other duties as assigned.

KNOWLEDGE, SKILLS, REQUIREMENTS and ABILITIES:

Have knowledge of Reservation boundaries, developments, street names and whereabouts of people living thereon. Required to work in a variety of weather and environmental conditions with exposure to the elements, dust, extreme hot and cold temperatures. Uniforms are mandatory and must be worn during work hours. Must be able to handle the physical requirements of the position such as exiting and entering assigned vehicle. Conduct themselves in a professional manner in the performance of their duties at all times. Maintain and keep assigned vehicle clean and free of debris, maintain mileage logs, and adhere to vehicle use policies. Must have the skill and ability to deal with angry or hostile individuals. Required to maintain confidentiality of court, documents, cases, parties, etc. Adhere to Judicial Personnel Code of ethics. Ability to follow directives and work independently.

MINIMUM QUALIFICATIONS:

High School graduate or G.E.D., Must be 21 years of age. Possess a current and valid Arizona Driver's License with a good driving record, in good physical health to perform all the requirements of the position.

For Employment Application visit: <http://www.crit-nsn.gov>

or

APPLY AT C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

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CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

May 19, 2010

#03-2010

VACANCY RE-ANNOUNCEMENT

DEPARTMENT: JUDICIAL
POSITION: COURT CLERK
SALARY: \$20,530
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

Performs a variety of complex court clerk and clerical tasks involved in processing and maintaining records of all court proceedings in civil, criminal, Juvenile, and traffic cases. Provides information and assistance to law enforcement officer, attorneys, defendants, and court patrons. Provides general clerical assistance to the Judges and administrative staff. Court Clerks will be required to perform work in the following areas of the court: civil, criminal, traffic, and/or other areas as assigned and in accordance tot the Laws and Codes of the Colorado River Indian Tribes.

PRINCIPLE DUTIES and RESPONSIBILITIES:

CIVIL

- Opens, process and closes general civil, small claims and summary proceedings cases.
- Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders and judgments.
- Receives, receipts and records fees and other monies. Notifies appropriate staff to issue refunds or distribute monies in accordance with court orders and procedures.
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer - generated forms.
- Documents all case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.
- Provides information to attorneys, law enforcement officers, plaintiffs and defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and civil proceedings in general.
- Schedules court proceedings and issues proper notices to the appropriate parties.

CRIMINAL

- Receives criminal and Juvenile complaints and related documents, opens case files, enters case information into the computer and files case documents.
- Receives, receipts and records bonds, fines, costs, and other payments.
-

Operates a computer terminal to enter, update correct and access case information; and produce computer – generated forms.

- Ensures that case files are ready and available for scheduled court proceedings. Checks in defendants, attorneys and others.
- Documents case activity and other pertinent case information on court documents and in the computer, maintains case history on each case.
- Distributes and recalls search and arrest warrant as authorized.
- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Prepares and distributes jail commitments and other legal documents

TRAFFIC / FISH & GAME

- Receives, records and codes citations from law enforcement agencies, prepares case file and enters case information into the computer. Closes cases following dispositions.
- Receives, receipts and records fines, cost, bonds and other monies. Notifies appropriate staff to refund, forfeit and/or apply bond money to pay fines, costs and other assessments.
- Operates a computer to enter, update, correct and access case information; and to produce computer generated forms and reports.
- Provides information to attorneys, law enforcement officers, defendant, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Schedules civil infraction informal hearings and issues notification to the appropriate parties.
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgments, bond forfeiture notices.

REQUIRED SKILLS, ABILITIES, and KNOWLEDGE

- Working familiarity with the operation and applications of Computers, Data programs
- Ability to plan, organize and calendar administrative and court cases, activities, staffing, etc.
- Ability to effectively communicate both orally and in written form.
- Possesses an understanding of legal terminology and thorough knowledge of courtroom procedures.
- Bachelor's degree in Business or Public Administration or a closely related field and two (2) years of court related experience or any combination of education training and experience which demonstrates the ability to perform the duties of the position.

APPLY AT

C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD

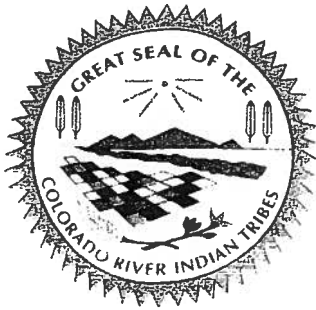
PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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Human Resources

26000 MOHAVE ROAD
PARKER, ARIZONA 85344

TEL: (PH) 505-1000-1000 FAX: (PH) 505-1000-1000

VACANCY ANNOUNCEMENT

2010 FEB 25 PM 1:25

#23:10

OFFICE OF THE ATTORNEY GENERAL
RECEIVED

POSITION: MENTAL HEALTH WORKER
DEPARTMENT: BEHAVIORAL HEALTH SERVICES
REPORTS TO: BHS CLINICAL DIRECTOR
SALARY: D.O.E. (\$12.50 - \$14.00)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION: The Mental Health Worker position located in the Department of Health & Social Services (DHSS) Behavioral Health Services (BHS), provides direct and indirect services to assist in enhancing, preserving, and reunifying American Indian families by providing case management, supportive intervention, and counseling services. The Mental Health Worker is under the direct supervision of the Clinical Director, Behavioral Health Services.

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

1. Initiate contact with families identified by the Clinical Director that are involved with CRIT Child Protective Services (CPS), Social Services, and/or BHS and complete family assessments as appropriate.
2. Identify family strengths and weaknesses and work with DHSS and community agencies to identify appropriate services and referral resources.
3. Attend weekly CPS and Social Services meeting to communicate family-related issues and concerns and services offered.
4. Attend additional meetings as appropriate, including staffing with CRIT Probation, Parker Unified School District, and Parker Indian Health Center Social Services and Public Health Nursing.
5. Provide appropriate psycho-educational counseling in individual and group format to families on following topics such as: problem identification, problem solving, stress management, conflict resolution, effective communication, parenting skills, and behavioral management.
6. Provide crisis intervention services in the office and community as appropriate.
7. Serve on intra-department committees and local inter-agency forums, boards, workgroups, and task teams.
8. Participate in community resources networks, prevention activities, and educational programs, including health fairs, workshops, and training.
9. Maintain confidentiality in accordance with Joint Commission of Accreditation of Healthcare Organizations (JCAHO) regulations, BHS policy, Health Insurance Portability and Accountability Act (HIPAA), and the Privacy Act of 1974.

10. Maintain records from all clinical staff relative to number of families receiving services and provide required information for the monthly report to DHSS and is responsible for maintaining monthly and annual records required by various funding agencies.
11. On-call, crisis intervention and irregular hours may be required.
12. May perform other duties and assignments as directed within the scope of project activities and/or duties and responsibilities.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS: High school diploma or GED and basic counseling certification by a state or national agency. Minimum of sixteen (16) hours of psychology/social work college credits or 60 continuing education credits. Possess a valid state vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Possess knowledge to administer basic psychologist tests, including MMPI 2, SCL-90-R, MCMI 3, PAI, and Child Behavior Checklist. Must have successfully completed a training program in basic crisis intervention skills, RPMS and HIPAA. Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and applied computer literacy familiar with Microsoft Word, Microsoft Excel, and RPMS. Must be familiar with clinical charting methods, i.e. S.O.A.P. Familiar with American Indian culture and traditions, sensitivity to cultural differences, and unique problems of Indian communities in rural areas. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian child Welfare Act.

For Employment Application visit: <http://critonline.com>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

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PARKER, ARIZONA 85344
TELEPHONE (928) 669-1320 * FAX (928) 669-5263

VACANCY ANNOUNCEMENT

DEPARTMENT: Department of Health Services/Behavioral Health Services

POSITION TITLE: Independently Licensed Mental Health Therapist

SALARY RANGE: D.O.E. (\$31.83-35.38 per hour)

SUPERVISED BY: BHS Clinical Director

MAJOR DUTIES/RESPONSIBILITIES

The Mental Health Therapist ensures that all his or her program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Mental Health Therapist is responsible for clinical assessment, treatment planning, and all documentation for their caseload and those they supervise. The Mental Health Therapist completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

- Maintains a therapeutic and professional relationship with clients.
- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time.
- Accurately observes and reports client behavior and activities in open client clinical records using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan (DAP) format according to time lines and policy.
- Completes necessary documentation to allow clinical records to be closed.
- Participates in all appropriate meetings that may have an impact on the department's well being.
- Work averages no less than 20 client contact hours per 40-hour workweek.
- Provides clinical services for a minimum of 25 hours per week for each 40-hour workweek.
- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.
- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.
- Remains active in the community--identifying gaps in service delivery, acting as a representative of Behavioral Health Services, and serving on community boards or committees as assigned.
- Maintains state licensure as a Behavioral Health Professional.
- Participates in Continuing Education (CEU) trainings as appropriate.
- Completes all annual mandatory trainings.
- Performs other duties as assigned.

QUALIFICATIONS:

1. **EDUCATION:** Master's Degree in a behavioral health sciences field.
2. **EXPERIENCE:** Requires experience in the assessment of clients in assigned populations with two (2) years experience in mental health work minimum. Completion of at least 6 months of employment in specialty area or related course, continuing education or in-service training: Child/Adolescent Population, SMI Population and Substance Abuse Population.
3. **KNOWLEDGE, SKILLS AND ABILITIES:**
 - Requires excellent interaction skills, written and verbal communication skills.
 - Knowledge of community resources, family dynamics, human behavior, and Native American Culture is required.
 - Maintain flexible hours, and be willing to travel.
 - Therapist will follow his or her American Counseling Association's (ACA) and Professional Organization's Code of Ethics (American Association for Marriage and Family Therapy, American Counseling Association, American Psychological Association, or National Association of Social Workers).
 - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act* (HIPAA).
4. **LICENSING/CERTIFICATIONS:**
 - Must hold an Independent Master's Level Mental Health Therapist License (LPC, LMFT, LCSW, or Psychologist) or be within six months of receiving independent license.
 - Possess a valid Arizona Driver's License.
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://critonline.com>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

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